



## **Guidelines for hosting a Health Department-taught training**

After an assigned Health Department (HD) trainer (usually, a HD staff person or consultant) successfully completes a *d-up!* TOT, they are eligible to facilitate their own trainings, also called Trainings of Facilitators (TOFs). CDC recommends that HD staff co-train their first training with the help of a CDC-funded Capacity Building Assistance (CBA) provider trainer and receive mentoring from a CBA trainer at the second training, with the CBA trainer only training during this second training if needed or requested. In some cases, HD trainers may choose to continue relying on CBA support, even after their second training. HDs and CBAs should consider establishing a formal memorandum of understanding (MOU) that outlines the details of such an arrangement. Dates and locations for all co-taught trainings are decided by the health departments and CBAs.

These trainings are fully coordinated by the health department. Once a HD training is confirmed, the HD contacts Danya to inform them about the training. Danya sends an email to the HD contact with a kit request form and participant data template. Danya is responsible for sending only the implementation materials and collecting the participant data following the training.

- **For state health departments that successfully participated in the *d-up!* TOT and are requesting CBA coaching for their trainings:**

HDs will make their request via CRIS (at <http://wwwn.cdc.gov/cris/>) for the specific CBA coaching. CDC/CRIS, in coordination with the *d-up!* Diffusion Team Lead, will identify a qualified local CBA master trainer to provide monitoring/coaching for the HD trainers.

- HDs should provide a list of trained participants to Danya after the training.
- HDs should provide copies of the pre- and post-tests for each participant to Danya within one week of the completion of the training. Danya will forward these to CDC Diffusion Team Lead within two weeks after receipt.
- **For state health departments that successfully participated in the *d-up!* TOT and are requesting materials from Danya:**

HD staff that have successfully completed a *d-up!* TOT are eligible to facilitate their own *d-up!* training. It is the HD's responsibility to schedule and coordinate the TOF, including marketing, registration, and training venue. Danya will provide one *d-up!* kit per participant. **The HD will be responsible for returning the extra kits to Danya, as well as the participant list and copies of the pre- and post-tests.** Please see the listing on the next page of what Danya will provide and what the HD must provide.

**Danya will provide (In hard copy):**

- Implementation Manual
- Facilitator's Guide
- Participant Manual
- Opinion Leader Handbook
- *d-up!* bag
- DVD

– These items, plus additional materials, are also provided electronically in a jewel kit with CD ROM.

**HD Trainers will need to reproduce:**

- Required (Danya will provide PDF)
  - Facilitator's knowledge test (1 pre- and 1 post-test for each TOF participant)
  - Facilitator Practice Assignment Form (2 per TOF)
  - Facilitator Practice Observation Forms (4 per TOF participant)
- Optional (Danya can provide PDF)
  - Certificate of Attendance
  - DEBI Project and *d-up!* Fact Sheets
  - Post Course Evaluation

**HD Trainers Will Need to Purchase and/or Develop:**

- Letters of invitations\*
- Registration forms\* (should collect required info for Danya's participant data template)
- Participant list
- Sign-in sheets (should collect required info for Danya's participant data template)
- Name tags, table tents
- Intervention or TOF specific supplies, such as but not limited to:
  - Laptop, LCD, screen, TV/DVD player
  - Color index cards, post-its, newsprint
  - Cultural enhancer room decorations

*\*Danya can provide samples*